

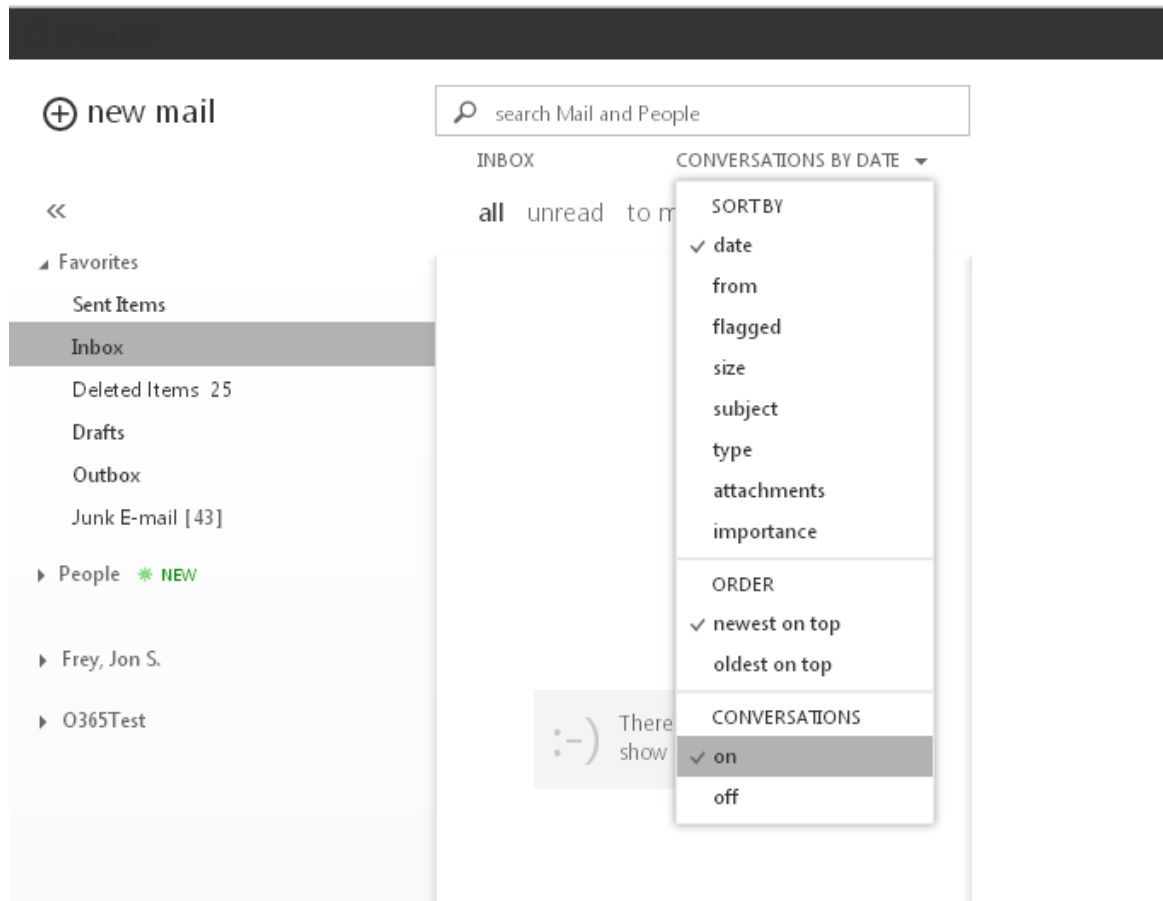
Turning Conversation Mode On and Off in OWA 2013

The default setting of OWA 2013 is to have conversation mode activated. This means that emails using the same subject line are grouped together.

Although handy in some situations it sometimes makes it hard to find particular emails and if a part of the conversation chain is deleted the conversation deleted not just one email. As it turns out because this option is folder specific there is no global change. Rather it can be off or on in each folder.

Should staff wish to turn conversation mode off they would go to the folder they want to change and at the bottom of the menu that lets them select the conversation sort order they would select CONVERSATIONS (off).

Should they wish to turn conversation mode back on they would go to the folder they want to change and at the bottom of the menu that lets them select the conversation sort order they would select CONVERSATIONS (on).



Should staff wish to turn conversation mode off and on over and over they can.